Policies & Procedures

How to Get Paid

How to Get Paid Every Time, On-Time

Student Employee pay period begins on the 21st of each month and ends on the 20th of the following month. Timesheets must be submitted by the 17th of each month so that it can go through the approval process in time to reach Payroll before the deadline. Watch for email reminders each month to know when your time must be submitted for approval.

Late timesheets will not be processed until the following month (meaning you will not get paid until the following month).

Web Time Entry

Record your time worked by logging into my.gavilan.edu and clicking on the "Employee" tab.

Paper Timesheets

You might be required to fill out and submit a paper timesheet instead of using the web time entry system. IF this is the case, then your supervisor will provide you with an electronic copy of the appropriate timesheet. You will need to type in your time before printing and signing the timesheet.

Time & Effort Reports

All timesheets submitted for work funded through a federal grant must be accompanied by a Time & Effort Report. You will be informed by your supervisor in the case that you are required to submit this form. These forms are due on the same date that your timesheets are due each month.

Direct Deposit

You are encouraged to set up direct deposit so that you receive your paycheck as soon as possible. You can set up direct deposit online through my.gav.edu or fill out a form and submit it to payroll.

Payday

Payday is the 10th of the month. If you do not set up direct deposit, your check will be available to pick up in the Business Office on the 10th between 10 a.m. and 3 p.m. If you do not pick up your check during that time, it will be mailed to the address you have on file. You must bring your ID to the Business Office to pick up your check.

Absences

If you cannot work your shift, do all of the following:

- Find someone to cover your shift.
- Email LCWC@gavilan.edu with the details of your absence:

    - Name, date(s) & beginning and ending time(s) you'll be absent, and who will be covering your shift

- If you are a Reading & Writing Fellow, also contact your instructor.

Running Late

If you are running late, please call (4048) 848-4800 to let whomever is on shift know.

Sick Leave

Student employees may submit one sick leave request form per month. You can download the form from the Staff Resources page on the Learning Commons website. Student employees accrue 1.0 hour of sick time for every 30 hours worked.

Work-Related Communication

Email

All work-related communication will be sent to your @my.gavilan.edu email address. You can set up your my.gavilan.edu emails to be sent to another email address. Instructions for doing so are posted to the Staff Resources page on the website.

Remind App

Please download the Remind App. In addition to email, we use the "Remind" app to share information. This is also an easy way to reach out to other student employees when you are looking for coverage when you must be absent.

Communicating with Students

We do not recommend that you give out your phone number to students. If you want students to be able to contact you, you can set up Google Voice, use the Remind App, or communicate via the Canvas message tool (recommended).

Printing in the Lab Area

A perk of the position is that you can print in the lab area for free. The English department pays for the paper and toner, so please do not take unfair advantage of this perk so that we can keep giving it to you!